

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

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March 31, 1982

ALL-COUNTY LETTER NO. 82-30

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS  
DISTRICT ATTORNEYS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the April - June 1982 quarter. Included are instructions applicable to the Foster Care Information System - Phase II, Adoptions Program, Child Day Care and Development Program, Welfare Fraud, and Food Stamp Administrative Hearings. The Social Services Time Study (DFA 46), and the Welfare Fraud Time Study (DFA 856) have been revised for the April - June 1982 quarter to incorporate these changes.

Foster Care Information System (FCIS) Phase II

As you are aware, the implementation of FCIS - Phase II will begin April 1, 1982 and continue through September 30, 1982. Unlike FCIS Phase I, the administrative expense claim will be used for claiming reimbursement for the related administrative costs. Therefore, effective with the April - June 1982 quarter, the DFA 46 has been revised to include the Foster Care Information System - Phase II.

Counties are instructed to include time spent by Social Service staff on the following activities to Line W, FCIS - Phase II.

1. Time spent on completing the initial FCIS form SOC 158 for those cases which were open as of April 1, 1982;

Activities include:

- a. Time spent on phone contacts with care providers, natural parents and clients as well as any portion of face-to-face contacts used to obtain necessary information not already included in the file or to verify case record data;

- b. Time spent contacting and coordinating with an eligibility worker to obtain information;
- c. Time spent correcting erroneous information originally submitted on the initial data collection document for each case.

### Adoption Program

It has been brought to our attention that there is the need to provide counties with written clarification regarding the activities to be charged to the Adoptions Program. Therefore, the instructions on the DFA 46 Social Services Time Study have been revised as follows:

#### 1. Relinquishment Adoptions

Time charged to the Adoptions Program should be for those relinquishment adoption services provided to the natural parents, children, applicants and other adoption agencies. In addition, related court time, travel and post-adoption activities such as counseling services, AAC review and renewal, information sharing and return, rescision or re-relinquishment and set aside requests are chargeable to the adoptions program. Adoption caseworker time required to conduct joint reviews of children in foster care to determine adoption potential should also be charged to the adoptions program.

#### 2. Independent Adoptions

Time charged to this category should be only that time spent obtaining consent from the natural or adoptive parents, investigating the fitness of the prospective adoptive parents and submitting any required court work.

Whereas the adoption agency is required to present its recommendation to the court within 180 days from the date of the filing of the petition for adoption, no time should be charged to this category for a case after the 180-day time period unless an extension of the time period had been granted by the court.

Activities not to be charged to the Adoptions Program include:

- (1) Time spent on a case after it is determined that adoption is not the appropriate plan for a child. This time must be charged to the appropriate Other County Social Service (OCSS) program.
- (2) Preplacement services to children beyond 180 days after the relinquishment or after the child is freed for adoption. This time is to be charged to the appropriate OCSS program. However, if a definite plan for adoptions placement has been made and documented in the case after the 180-day limit, time should continue to be charged to adoptions.
- (3) Services provided to complete stepparent adoptions. Stepparent adoptions are not a state-mandated activity and therefore are not chargeable to adoptions. This time should be charged to Other County Only Programs.

### Child Day Care and Development Program

ACL 82-08 notified counties that funds are available to reimburse County Welfare Departments for administrative costs directly related to the provision of services set forth in each county's individual agreement with the State Department of Education. This was effective with the January - March 1982 quarter. However, due to the short time frame for implementation, the DFA 46 Social Services Time Study was not revised to include this program. Therefore, the April - June 1982 quarter Social Services Time Study (DFA 46) has been revised to include an additional line (X) for the Child Care and Development Program. Please refer to ACL 82-08 for specific time study instructions.

### Welfare Fraud

Recently, the Department of Health and Human Services (DHHS) notified this department that they will not continue to approve California's County Cost Allocation Plan until certain changes are made in the area of welfare fraud. Specifically, DHHS has requested that the claim be modified to provide for the charging of fraud costs to the nonfederal AFDC Program. As a result, effective with the April - June 1982 quarter, the DFA 856 - Welfare Fraud Time Study has been revised to include additional lines to separately identify time spent on the nonfederal AFDC and joint nonfederal AFDC/Food Stamp cases.

Specifically, welfare fraud investigators are to include time spent on fraud activities for a nonfederal AFDC case to Line B, AFDC - Nonfederal.

Note: A case is defined as nonfederal AFDC if during the entire period being investigated the case was nonfederal eligible.

Welfare fraud investigators are to continue to charge fraud activities for a federal AFDC case to Line A, AFDC Federal.

Note: A case is defined as federal AFDC if at anytime time during the period being investigated the case was federally eligible.

These instructions and definitions also apply to the joint Food Stamp/AFDC - Federal cases and joint Food Stamp/AFDC - Nonfederal, lines D and E respectively.

In addition to the aforementioned changes, the time study instructions on the DFA 856 have been modified to clarify and expand the allowable investigative activities of the specific programs.

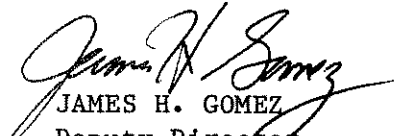
### Food Stamp Administrative Hearings

As you are aware, effective with the July - September 1981 quarter, the costs associated with Food Stamp fraud and prosecution activities become eligible for 75 percent Federal Financial Participation (FFP). This is to notify counties that effective with the April - June 1982 quarter, the costs associated with Food Stamp Administrative Hearings will also be subject to the 75 percent FFP.

Those counties conducting such hearings are instructed to charge time spent by Eligibility Workers (1) requesting the hearing, (2) preparing the case for the hearing and, (3) representing the county at the hearing, on a blank line on the DFA 43, Eligibility and Nonservice Time Study. Please identify the time as "Food Stamp Administrative Hearings."

Any question concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046.

Sincerely,

  
JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA